

**STATE BOARD OF ACCOUNTS  
302 West Washington Street  
Room E418  
INDIANAPOLIS, INDIANA 46204-2769**

REVIEW REPORT  
OF  
JUDICIAL TECHNOLOGY AND AUTOMATION COMMITTEE  
STATE OF INDIANA  
July 1, 2001 to December 31, 2006



**FILED**  
03/13/2007



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#### AGENCY OFFICIALS

| <u>Office</u>                                     | <u>Official</u>                  | <u>Term</u>                                  |
|---|----------------------------------|--|
| Director and Counsel<br>Trial Court Technology    | Kurt S. Snyder<br>Mary L. DePrez | 07-01-01 to 04-29-05<br>05-01-05 to 06-30-07 |
| Executive Director,<br>State Court Administration | Lilia G. Judson                  | 07-01-01 to 06-30-07                         |
| Chairperson of the Commission                     | Hon. Frank Sullivan, Jr.         | 07-01-01 to 06-03-07                         |



# STATE OF INDIANA

AN EQUAL OPPORTUNITY EMPLOYER

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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE JUDICIAL TECHNOLOGY AND AUTOMATION COMMITTEE

We have reviewed the receipts, disbursements, and assets of the Judicial Technology and Automation Committee for the period of July 1, 2001 to December 31, 2006. The Judicial Technology and Automation Committee's management is responsible for the receipts, disbursements, and assets.

Our review was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. A review is substantially less in scope than an examination, the objective of which is the expression of an opinion on the receipts, disbursements, and assets. Accordingly, we do not express such an opinion.

Financial transactions of this office are included in the scope of our audits of the State of Indiana as reflected in the Indiana Comprehensive Annual Financial Reports.

Based on our review, nothing came to our attention that caused us to believe that the receipts, disbursements, and assets of the Judicial Technology and Automation Committee are not in all material respects in conformity with the criteria set forth in the Accounting and Uniform Compliance Guidelines Manual for State Agencies, and applicable laws and regulations except as stated in the review comments.

STATE BOARD OF ACCOUNTS

February 1, 2007

JUDICIAL TECHNOLOGY AND AUTOMATION COMMITTEE  
REVIEW COMMENTS  
December 31, 2006

COMMITTEE ESTABLISHED - Informational

Indiana Rules of Court Administrative Rule 4(B) established the Judicial Technology and Automation Committee (JTAC) under the Supreme Court's Division of State Court Administration. The mission of the JTAC is to provide leadership and governance in the use of technology in Indiana courts to better serve the people of the state. One of the Committee's primary goals is to develop and implement a state-wide case management computer system for the Indiana judicial system.

The JTAC program began operations in July 2000 and functions as an integral part of the State Court Administration. On July 1, 2001, a dedicated JTAC fund/center within State Court was created by the Auditor of State. Due to space limitations, JTAC staff moved to separate office space in November 2002.

Indiana Code 33-24-6-12 describes the revenue sources to support the JTAC projects. Funding comes primarily from automated recordkeeping fees collected by local court clerks. JTAC receives a semi-annual distribution of its share of those fees as outlined in Indiana Code 33-37-9-4. Expenditures are approved for payment by JTAC and claims are prepared by State Court to be processed by the Auditor of State.

CONTRACTOR TRAVEL EXPENSES

During our review of disbursements, we found that payments to contractors for travel expenses were processed on travel vouchers. This process does not consider the 1099 reportability of the payment.

Employees who travel on state business and incur personal expenses are eligible for reimbursement of allowable costs as outlined in the state travel rules. Employee expense reimbursements are processed on a travel voucher. However, payments to contractors to cover travel expenses as part of their contract agreements are considered additional compensation for services. Therefore, travel costs paid to contractors must be processed on a claim voucher to properly determine and report IRS 1099 codes.

Travel Voucher (State Form 980) is used by state employees and board or commission members to itemize travel expenses for reimbursement. State contractors must use a claim voucher. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 11)

Each agency must determine the 1099 reportability of claim voucher payments. Claim vouchers submitted to the Auditor of State for processing must include a 1099 code. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Chapter 5)

JUDICIAL TECHNOLOGY AND AUTOMATION COMMITTEE  
EXIT CONFERENCE

The contents of this report were discussed on February 21, 2007, with Mary L. DePrez, Director. The official response has been made a part of this report and may be found on page 6.

The contents of this report were mailed on February 21, 2007, to Kurt S. Snyder, former Director.

# STATE - INDIANA

DIVISION OF  
STATE COURT ADMINISTRATION



SUPREME COURT

RANDALL T. SHEPARD, CHIEF JUSTICE

LILIA G. JUDSON, EXECUTIVE DIRECTOR

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March 2, 2007

State Board of Accounts  
302 West Washington Street, Room E-418  
Indianapolis, Indiana 46204-2738

RE: OFFICIAL RESPONSE

To the State Board of Accounts:

The Judicial Technology and Automation Committee (JTAC) recently completed a comprehensive audit by the State Board of Accounts (SBOA) of our accounting processes. As a program under the Indiana Supreme Court, Division of State Court Administration, it is our highest priority to fulfill our fiscal responsibility to the State's citizens. Upon completion of the audit by SBOA Field Examiner Patti Serbus, we learned that one of our processes needed to be modified, which is discussed in the report's comments. We have taken immediate steps to correct the situation based on the recommendation by Ms. Serbus. We believe we are now in compliance with SBOA fiscal reporting standards.

We appreciate the time and effort by Ms. Serbus and your agency to insure the integrity and accuracy of our processes, and will continue to look to the SBOA as a resource for information and guidance.

Respectfully submitted,

Mary L. DePrez  
Director and Counsel  
Trial Court Technology

MLD/aw